

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF MAY 23, 2016

As Approved June 16, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Brad Hutchison, Member; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:30 p.m.

1. Minutes

a. May 2, 2016 Planning Board meeting minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes.

Motion - Ms. Rosner moved and Ms. O'Brien seconded the motion to approve the May 2, 2016 Planning Board Meeting minutes as submitted. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

2. Bills and Correspondence

Mr. Harris noted that he previously distributed a list of correspondence and referred to a list of Additional Correspondence. He also noted that there are no bills ready to be paid.

3. Consideration of June meeting dates and time.

Mr. Harris reviewed an issue with the June 13th meeting date and noted that all members had indicated that June 16th would work for a replacement meeting date.

Motion - Ms. O'Brien moved and Ms. Rosner seconded the motion to reschedule the June 13, 2016 meeting date to Thursday, June 16, 2016. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

Mr. Cavanaugh noted that there is a joint meeting with the Selectboard on June 21st. Mr. Harris stated that, originally, this was to be a discussion of just the status of the Master Plan. However, it now appears that there will also be a presentation and discussion of the Redevelopment Plan. He noted that he had a very good meeting and discussion with Tony Judge and Frank DeToma the previous Tuesday. He has encouraged them to plan to meet with the Board June 27th, July 18th, and August 15th as he believes it will take multiple meetings to reach consensus on the plan. All members indicated that they agreed.

4. Discussion of the Housing Production Plan and Multifamily Study with PVPC staff.

Mr. Harris reviewed the background on this project noting the Town was using a combination of PATH Grant and DLTA Grant resources and locally appropriated funds to undertake these projects.

Shawn Rairigh, Senior Planner and Larry Smith, Senior Planner with the Pioneer Valley Planning Commission were in attendance to present the work to date.

Shawn Rairigh, used a PowerPoint presentation (copy is on the Town's website and a hard copy is in the Planning Board files) to review the purpose and scope of a Housing Production Plan and the demographic changes and projections which have been gathered to date. There was discussion regarding changing housing market needs – smaller housing and more rental units – and how the past shifts and projected shifts in household size and population age and incomes have and will continue to impact the needs.

Members and the PVPC staff and members discussed the Subsidized Housing Inventory. Shawn Rairigh noted that a large portion of the housing in South Hadley would fit within the price level of affordable housing but is not included on the SHI. There was discussion as to whether it could be put on the SHI.

Shawn Rairigh suggested that the next meeting – a public forum scheduled for June 16, 2016 – would focus on the “where, what type, and form” that housing (particularly higher density multifamily housing) would be acceptable to South Hadley. He stated that the Board's “homework” is to consider those issues. As to where they can begin that consideration, Larry Smith noted that he had, at a previous meeting, provided the Board with a preliminary map identifying approximately 5 areas which could be considered.

In discussing the purposes of the Housing Production Plan, it was noted that the plan helps the market know what South Hadley wants. But, it can also be a tool to guide 40B developments, geographically and in character, to be more acceptable to the community.

There was discussion as to various tools which can be used to implement a Housing Production Plan. Among the tools mentioned were the Community Preservation Act, grants and loans, infill development, accessory apartments, and Inclusionary Zoning. The major challenge to implementing the plan – even with resources – is not fall behind.

Vernon Blodget, inquired as to the significance of a CPA funding source. Larry Smith and Shawn Rairigh commented that it provides a steady funding source. Mr. Harris noted that communities with CPA leveraged significant resources in the area of housing.

Mr. Squire thanked everyone for attending and noted the forum will be held at 7:15 p.m. on June 16, 2016.

5. Consider/discussion and possible modification of the Ethan Circle Subdivision Plans

Mr. Harris provided background on the project. He noted that the developer's contractor detected seasonal groundwater and they installed an additional drain which was not on the original plans. This information came to Mr. Harris' attention from the Conservation Commission. As a result, the developer's wetland's consultant submitted a “plan and detail” for the drain line.

Mr. Harris commented that Mr. Squire noted that the plan was not stamped by a P.E. However, Mr. Harris stated that Chuck Dauchey, the consultant, said he would submit a plan stamped by a P.E. and revised drainage calculations.

Mr. Harris has contacted the DPW and District #2 Water Superintendents and provided the Board with emails containing their comments as well as an email from the Conservation Commission Administrator. He recommended that the Board approve the modification with conditions to ensure that the plan is stamped by a P.E. and that the comments from the departments be incorporated.

Board members discussed the reason for the change and the appropriateness of the additional drainage. They asked for clarification of the Conservation Commission Administrator's concerns.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to approve modification of the approved Plans as depicted on the submittal subject to the following conditions:

- 1). Submittal of a revised plan sheet, detail, and Stormwater Calculations stamped by a qualified Professional Engineer with said revised plan to depict the location of all utilities proposed for the right of way area.
- 2). Compliance with any conditions specified by the DPW Superintendent, District #2 Water Superintendent, Conservation Commission, or South Hadley Electric Light Department.

The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

6. Discussion of Design Review Bylaw issues/questions

Mr. Harris noted that the Board discussed, in general terms, at the last meeting as to the questions and issues which need to be addressed in order to draft a Design Review Bylaw. He suggested that the Board determine how to proceed with the exploration – noting that Mr. Hutchison had offered to contact persons involved with three of the western Mass communities which have Design Review.

Mr. Harris stated that, at the Massachusetts Association of Planning Directors conference last week, one the sessions was on the Watertown Design Review Guidelines. He noted that the Commercial Guidelines went through fairly well with a consultant and willing developer serving as the “guinea pig”. However, many who supported those guidelines are apparently opposed to Residential Design Guidelines.

Several members noted that the Board had already determined that it would not be a Town-wide Design Review and would not regulate residential development – except for multifamily perhaps. Therefore, the first question is answered as “selected areas/corridors”. Board members discussed several of the other questions.

Linda Young, 15 Westbrook Road, suggested that the Board should hear from the other communities Mr. Hutchison has contacts with prior to determining how to proceed. Mr.

Squire indicated he thought they could preliminarily address some of the easier questions. However, he stated he had no objection to hearing from the communities first.

There was discussion as to the difference between a General Bylaw and Zoning Bylaw approach. Mr. Harris noted that a Zoning Bylaw approach would exempt churches, schools, etc. including the largest institution in Town. Ms. Rosner suggested that Mount Holyoke College does a thorough job and they should not be subject to the Design Review. Ms. O'Brien commented that they do a great job and, therefore, being subject to Design Review should not be a burden for them – they already do the work.

There was discussion as to the approach and scheduling for meeting with representatives from Northampton, Amherst, and Greenfield. Mr. Hutchison stated he would contact the individuals to see which of the meetings in June, July, and August they could meet. Mr. Harris stated he would forward to Mr. Hutchison the “questions/issues” which is guiding the process. But, the major item for the three communities relates to their experience with Design Review – what has worked and what would they change.

7. Discussion of revisions to the Rules & Regulations governing submittal of Special Permit applications and Site Plan Review applications and revisions to the Subdivision Regulations governing submittal of applications for approval

Mr. Harris related that he is going through the Planning Board office in preparation for a renovation. This has prompted him to review and discard many, many trees worth of excess plans. All the regulations currently require submittal of 10-11 copies of the plans. He suggested that number could be reduced to 3 or 4 hard copies with a pdf. But, such a change would require amendments to the Subdivision Regulations, Rules & Regulations for Special Permits, Rules & Regulations for Site Plan Review, and the Stormwater Management Bylaw. The Board has control over the first three items but the Bylaw will require Town Meeting approval of an amendment.

Mr. Squire suggested that 2 copies and a pdf would be sufficient. The amendments could leave the Town with authority to require more paper copies of a set of plans if circumstances required it. Mr. Harris and the other Board members indicated they concurred.

Mr. Harris stated he will draft amendments and a public hearing notice to begin the process of changing the submittal requirements. In terms of the Stormwater Management Bylaw, he suggested that the amendment should provide the Board the authority to develop and adopt Rules & Regulations just as the Zoning Bylaw allows such Rules & Regulations.

8. Development Update and Planner's Report

Mr. Harris reviewed the status of various developments and recent Planning Department activities:

a. Development Report

- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (No Change)
- Ethan Circle. (Discussed previously).

- Adam & Eve Estates subdivision. Mr. Harris stated he has released the Performance Guarantee.
- Annafield Estates subdivision (The developer has indicated that he has all of the materials except for the Right of Way deed)
- Western Mass Yacht Club – potential Special Permit (no change – no application has been received)
- South Hadley/Granby Chamber of Commerce – Mr. Harris stated that the application was just dropped off during the meeting.
- Zoning for small domesticated pets – pot belly pigs, miniature goats, etc. – Mr. Harris stated he is researching this matter and it is quite interesting.
- Zoning Bylaw –The updated Zoning Bylaw is on the Town’s website.

b. Other Projects

- Urban Renewal and Redevelopment Authority. (Discussed previously)
- Housing Studies. (Discussed previously)
- Participating with the Bike/Ped planning process.
- Mount Holyoke College Intern Opportunity
- Permitting Guide (in progress)
- General Code (continuing to participate as needed)
- Health Impact Assessment. PVPC staff are scheduled to meet with the Board in June (likely on June 27th) on this project.
- South Hadley Falls Smart Growth District. The adopted Design Guidelines have been posted on the Town’s website

c. Workshops/Training Opportunities

Mr. Harris stated that he attended or will be attending the

- “Massachusetts Association of Planning Directors Annual Conference” May 19-20, 2016.
- “Massachusetts Housing Partnership Housing Institute” June 14-15, 2016.
- “Massachusetts Smart Growth Conference” being held June 2, 2016

9. Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

Ms. Rosner inquired about the iPads which were distributed. Mr. Harris said that they will be replacing the paper copies he has been making. If the members have any need for technical assistance, they should contact him and he will see what can be done.

10. Adjournment

Motion – Ms. Rosner moved and Ms. O’Brien seconded the motion to adjourn. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion. The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

Attachment A

List of Documents Reviewed in May 23, 2016 Planning Board Meeting

<u>Document</u>	<u>Record Location</u>
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
PowerPoint presentation on Housing Production Plan	Planning Board Files
Ethan Circle modification	Planning Board Project Files